



ABPP Grant Product File Structure and Naming Guidance

- Requirements:** ABPP grant products are digitally archived within multiple nesting folders. File names which are too long cannot be transferred into the respective grant's archive without modification. The modification of submitted files names can create record disagreements which result in data duplication or data loss. The use of brief file names, which require no modification post-submission, is preferable to longer explanatory file names.
- External Folder:** To aid in archiving and recalling products, materials should be submitted within a folder or ZIP folder using the standard naming convention provided below:
- *External Folder Format:*
Full Grant # (Month dd, yyyy)
 - *Example Folder Name:*
GA-2287-17-001 (Jan 01, 2017)
- Naming Standard:** ABPP has developed a file naming standard which helps product archiving. File names should not exceed 25 characters in length (including spaces).
- *File Name Format:*
Shortened Grant #_Report Type_Status #
 - *Example File Name:*
17-001_Interpret_Draft I
17-001_Inventory_Final
- ReadMe File:** A separate MS Word or text file should accompany submitted materials. This text file provides an explanation of each file name's contents and should follow the standard naming convention provided below:
- *File Name Format:*
Shortened Grant #_ReadMe
 - *Example File Name:*
17-001_ReadMe
 - *Example explanation in Read Me file:*
"17-001_Interpret_Draft I" is the first draft of the Interpretive Plan for Manassas I battlefield.
"17-001_Inventory_Final" is the Archaeological Inventory for Manassas II battlefield.



ABPP GIS File Structure and Naming Guidance

- Requirements:** GIS data are digitally archived within multiple nesting folders. File names which are too long cannot be transferred into the respective grant's archive without modification. The modification of submitted files names can create record disagreements and data source problems which result in data duplication or data loss. The use of brief file names, which require no modification post-submission, is preferable to longer explanatory file names.
- External Folder:** To aid in archiving and recalling site data, materials should be submitted within a folder or ZIP folder using the standard naming convention provided below:
- *External Folder Format:*
Full Grant #_GIS_(Month dd, yyyy)
 - *Example Folder Name:*
GA-2287-17-001_GIS_(Jan 01, 2017)
- Naming Standard:** ABPP has developed a file naming standard which helps product archiving. File names should not exceed 25 characters in length (including spaces).
- *File Name Format:*
Shortened Grant #_ABPP Battlefield Code_Data Type
 - *Example File Name:*
17-001_VA001_DefiningFeat
17-001_WV002_STPLocation
- ReadMe File:** A GIS ReadMe file is optional as all GIS data and Map Documents must have complete metadata. If a ReadMe file is created, it should be saved within the GIS folder and follow the standard naming convention provided below:
- *File Name Format:*
Shortened Grant #_GIS_ReadMe
 - *Example File Name:*
17-001_GIS_ReadMe
 - *Example explanation in Read Me file:*
“17-001_VA001_DefiningFeat” are the Defining Feature locations used for VA001’s KOCO analysis.
“17-001_WV002_STPLocation” are the STP locations excavated during Phase I archeological research.



ABPP GIS Metadata Guidance

- Requirements:** ABPP grant projects that include the creation of new GIS data should comply, at a minimum, with Federal Geographic Data Committee [FGDC] metadata standards. It is desirable, though at present not required, for new GIS data to also comply with NPS Cultural Resources GIS [CRGIS] Guidelines. All final product GIS data will be reviewed for FGDC standards compliance and/or CRGIS standards compliance (if applicable).
- FGDC Standards:** Use *Content Standard for Digital Geospatial Metadata (FGDC-STD-001-1998)* to identify and complete mandatory and mandatory if applicable metadata fields. The Standards can be accessed on the FGDC website ([FGDC.gov](http://www.fgdc.gov)) under “Resources / Download Geospatial Standards / *Content Standard for Digital Geospatial Metadata (version 2.0)*, *FGDC-STD-001-1998*” or via direct link: http://www.fgdc.gov/standards/projects/metadata/base-metadata/v2_0698.pdf.
- CRGIS Guidelines:** Use the *National Park Service Cultural Resource Spatial Data Transfer Standards: Guidelines for Use and Implementation* to identify and complete mandatory and mandatory if applicable fields. The Guidelines can be accessed at the bottom of the CRGIS webpage (www.nps.gov/crgis/crgis_standards.htm) or via direct link: <https://irma.nps.gov/DataStore/DownloadFile/489140>.



American Battlefield Protection Program

CRGIS Metadata Basic Guidance

The page numbers in the table below (*GIS Table Fields*) refer to the relevant page in the *CRGIS Spatial Data Transfer Standards*. In addition to correct field data, each shapefile/feature class provided must have complete metadata. The following fields should have information entered as a minimum: Summary, Use Limitations, Description, Extent, and Credits. Additional metadata may be added if desired.

GIS Table Fields

Field	Page
Cultural Resource GUID	Pg. 14
Survey GUID	Pg. 14
Locational GUID	Pg. 15
Resource Name	Pg. 15
Boundary Type /	Pg. 15-16
Extant	Pg. 17
Contributing Flag Resource	Pg. 18
Restriction	Pg. 19
Source	Pg. 19
Source Date	Pg. 20
Source Scale	Pg. 20
Source Horizontal Accuracy	Pg. 21
Vertical Error	Pg. 21
Source Coordinate System	Pg. 22
Map Method	Pg. 23
Create Date	Pg. 24
Last Edit Date	Pg. 24
Edit By	Pg. 24
Originating Institution	Pg. 24
Use Constraint	Pg. 25
NPS Unit Code	Pg. 26
NPS Unit Type	Pg. 27
NPS Administration Code	Pg. 28
Resource Type	Pg. 29
Resource Type Comment	Pg. 29
Survey Type	Pg. 30
Survey Type Comment	Pg. 30
Survey Level	Pg. 30
Survey Level Comment	Pg. 31
Survey Method	Pg. 31

Key

	Mandatory
	Mandatory If Applicable
	Optional

N.B., The list provided should be used as a guideline and is not exhaustive. Refer to the NPS Cultural Resource Spatial Data Guidelines for the full list of fields.

For some fields, CRGIS standards require the use of set domain values. A non-exhaustive reference table is listed below as guidance:

Feature	Field	Entry
Troop Movements	Boundary Type	“Center line”
	Resource Type	“Other”
Troop Position	Boundary Type	“Arbitrary Point” or “ Other Polygon”
	Resource Type	“Other”
Core Boundary	Boundary Type	“Circumscribed Polygon”
	Resources Type	“Other”
Battlefield Boundary	Boundary Type	“Circumscribed Polygon”
	Resources Type	“Other”
Defining Feature	Boundary Type	“Arbitrary Point”
	Resource Type	Look at available options on Pg. 29
All features	Restriction	Restricted: Originating agency concurrence
All features	Use Constraint	Constraint: No Third Party Release
All features	Originating Institution	NPS-American Battlefield Protection Program

END